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25 October 1986

MEMORANDUM FOR: OIT Group and Staff Chiefs

25X1 FROM:

Director, Office of Information Technology

25X1 SUBJECT: Authorities for Group and Staff Chiefs

25X1 1. Effective 1 November 1986, group chief and deputy group chief authorities will be modified as explained below. These changes will streamline the approval process for travel, overtime, and financial transactions and focus responsibility at the group chief level.

25X1 2. OIT Financial Authorities: All group chiefs will be authorized to approve financial transactions for their groups NTE Deputy group chiefs will have the same authority when functioning as acting group chief. Staff and program chiefs will be authorized to approve transactions NTE

25X1 Equivalent authority will be granted to their deputy chiefs when they function as acting chief. Financial transactions which exceed must be approved by D/OIT or the deputy directors who will retain unlimited approval authority.

25X1 3. Travel Approval Authorities: All group, staff and program chiefs will be authorized to approve travel orders for their organizations. Deputy chiefs will have the same authority when functioning as acting chief. To maintain control of the limited OIT travel budget, each group will receive a travel mark from D/OIT for the fiscal year. Authority to approve all OIT travel will be retained by D/OIT, deputy directors and the chief and deputy chief of the Support Staff. All approving officers must understand and abide by Agency regulations regarding travel.

25X1 4. Overtime Approval Authorities: All group chiefs and deputy group chiefs will be authorized to approve overtime. Group chiefs may also recommend other managers (subject to deputy director approval) to approve overtime. D/OIT, deputy directors, the chief and deputy chief of the Support Staff will be authorized to approve all OIT overtime.

25X1 5. In groups which do not have a formal deputy chief, the group chief may propose a senior manager to function as acting chief (subject to deputy director approval) in the absence of the chief.

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25X1 6. The Support Staff will initiate these authorities immediately for all
group, staff, and program chiefs and formal deputy chiefs. Please notify Joe
25X1 [redacted] as soon as possible regarding other managers approved by the
25X1 appropriate deputy director to function as acting chief or to approve
overtime. These authorities should be effective three weeks after you return
the attached authority forms. [redacted]

[redacted]
Director, Office of Information Technology

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